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## IAAP TriCity Chapter Meeting

Thursday, November 8, 2012

5:30 to 8:00 pm



**Massimo's Restaurant**  
**5200 Mowry Avenue**  
**Fremont, CA 94538**



### Microsoft Office: Shortcuts, Tips and Tricks

Tim Owens

*Are you tired of 'fighting' to get your Microsoft Word document to look the way you want? Do you struggle for hours to make things "look right"? Do you have a perfect Word document but you copy and paste into the document and it went weird on you? In this class you will learn tips and tricks to :*

- (1) Make your Word documents look perfect – with ease, no stress, the first time.*
- (2) Create a chart with one keystroke using Excel and other simple tips.*
- (3) Master the creation of PowerPoint presentations quickly and easily, whether from scratch or a previously created presentation.*

If you spend hours of time frustrated in Word, Excel, or PowerPoint and want easy quick tips and tricks, this class is for you.

Tim Owens is a Corporate Certified Trainer since 1996. Tim is a former U.S. Marine, Microsoft Certified Trainer and attended the University of Southern California's Annenberg School of Communication. Tim's professional associations include: The American Society of Training & Development, The American Management Association and The Association of Professional Office Managers.

Tim Owens teaches in all 50 states and around the world. He teaches both Soft Skills (Time Management, Business Etiquette, Email Etiquette, etc.) and Microsoft Office (Word, Excel, Outlook, Access, and PowerPoint). His classes are fun and entertaining but most importantly Tim keeps the training on course and relevant.

### Don't Forget Our New Meeting Location!

The TriCity Chapter Board of Directors is very pleased to announce that Massimo's Restaurant in Fremont has agreed to host its monthly chapter meetings. Members will be able to order directly from the menu and have separate checks. The cost to attend TriCity meetings is \$10, payable to the Chapter treasurer on the night of the meeting. Please note that cancellations must be received by noon on the day of the meeting to avoid payment.

To RSVP, please reply to Chris Lemar by **November 6** at [chris.k.lemar@gmail.com](mailto:chris.k.lemar@gmail.com).